

CITIZEN PARTICIPATION PLAN

Requirements for State: CTED

The citizen participation requirements for state governments receiving HUD funds are located under 24 CFR 91.115. According to HUD's requirements, the participation plan must provide for and encourage citizens to participate in the development of the consolidated plan, any substantial amendments to the consolidated plan, and the performance report. Based on these requirements, CTED has established the following procedures for ensuring effective public participation.

Consultation

1. Local Governments, advisory groups, program stakeholders, other state agencies and interested citizens will be consulted during preliminary development of the consolidated and action plans. They, and others, will also be consulted in the event amendments are necessary to the consolidated or action plans.
2. State and federal agencies will be consulted when changes could affect or change the way state managed HUD resources work with existing program structures.

Meetings and Notice of Meetings

1. When developing the consolidated plan or when there are significant proposed changes to policy or program design, CTED will convene a focus group(s), workshop(s) or public meeting(s) to seek input. Whenever feasible, CTED will conduct multiple meetings to gather broad public comment and input.
2. Meetings will be located on both the east and west sides of the state when appropriate and feasible, otherwise the meeting will be held either on the west or east side of the state.
3. The meeting location(s) will be barrier-free and a contact person will be specified to provide special accommodations upon request.
4. Notices of meetings will be posted on CTED's website and distributed 14-days in advance through electronic mail to applicable citizen participation distribution lists maintained by the Housing, Local Government or Economic Development Divisions. Notices of meetings, when appropriate and feasible, may also be distributed through the mail and published in one or more newspapers of general circulation.

Public Hearings and Publication Information

1. At least one public hearing will be conducted on housing and community development needs before the proposed consolidated plan is published for comment.
2. Public hearing locations will be barrier-free and a contact person will be specified to provide special accommodation to citizens that request it.
3. Notices will be posted on CTED's website and distributed through electronic mail to applicable citizen participation distribution lists maintained by the Housing, Local Government, or Economic Development Divisions 14-days in advance of the public hearing. Notices will also be sent by mail to local government, 14-days in advance of the public hearing and published in at least four regional newspapers of general circulation or business journals, 14-days in advance of the public hearing.
4. Notices will describe locations, times, purpose of the public hearing, and invite people with special needs to contact a specified person to make appropriate arrangements.
5. Generally, public hearings will not be necessary for amendments.

6. In the event that a program component is added or eliminated, several non-grammatical changes are needed, or the state determines it would benefit from a public hearing, a public hearing or set of public hearings will be conducted by CTED, which may be conducted by video conferencing through local video conferencing facilities.

Amendments to the State's Method of Distribution

Amendments to the Consolidated Plan are necessary at least once each year as a means of proposing and updating the state's method of distributing HUD funds. Annual amendments to the state's Consolidated Plan are called the Action Plan. In addition, amendments will be necessary when new funding programs are available and need to be incorporated into the five-year Consolidated Plan prior to implementation. Amendments to the Consolidated Plan will be necessary when:

- Funding amounts are ten percent more or less than amounts anticipated in the Action Plan; or,
- Components of the programs within the Consolidated Plan or Action Plan are proposed to change significantly in scope (such as eliminating a component or changing the method of distribution of funds).

Opportunity to Examine Consolidated Plan or Amendment

1. Interested parties will be able to examine a copy of the proposed consolidated plan or amendment at CTED's office in Olympia, at specified libraries and public places, or request a copy from a designated contact person. A copy of the plan or amendment will also be posted on CTED's website.
2. Copies will be made available in a form accessible to persons with disabilities upon request.
3. Notices of the availability of the proposed consolidated plan or amendment for review will be posted on CTED's website and distributed through electronic mail to applicable citizen participation distribution lists maintained by the Housing, Local Government, or Economic Development Divisions in advance of the publication of the proposed plan or amendment. A notice will also be published in at least two regional newspapers of general circulation or business journals, in advance of the publication of the proposed consolidated plan or amendment.
4. Notices will include a summary of the proposed consolidated plan or amendment that describes the contents and purpose of the consolidated plan or amendment, and will include a list of the locations where copies of the entire proposed consolidated plan or amendment may be examined.

Comments on Consolidated Plan and Amendments

1. CTED will allow at least 30 days for public comment on the proposed consolidated plan or amendment and will consider comments received in writing during the comment period, or orally at the public hearing, before preparing the final consolidated plan or amendment.
2. CTED will respond to each comment received during the public comment period and from the public hearing.
3. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the final consolidated plan or amendment submitted to HUD. Similar comments may be combined, in which case the number of people or organizations that concur with the issue as expressed will be specified.

Performance Reports

1. Performance Reports will be complete and available for review at least 21 days prior to when they are submitted to HUD.
2. Notice of report availability and the name of a contact person will be distributed through electronic mail to applicable citizen participation distribution lists maintained by the Housing, Local Government, or Economic Development Divisions..
3. CTED will allow at least 15 days for public comment and will consider comments received in writing during the comment period, or orally at any public hearing, before submitting the performance report to HUD.
4. A summary of these comments or views will be attached to the performance report submitted to HUD. Similar comments may be combined, in which case the number of people or organizations that concur with the issue, as expressed, will be specified.

Access to Records

Citizens, public agencies, and other interested parties will be provided with reasonable and timely access to information and records relating to the state's Consolidated Plan, all subsequent amendments, and the state's use of assistance under the programs covered by the Consolidated Plan during the preceding five years. Requests for information may be submitted to:

☞ CDBG Program
Department of Community, Trade, and Economic Development
906 Columbia Street SW
Post Office Box 42525
Olympia, Washington 98504-2525

Complaints

Written complaints and grievances regarding the Consolidated Plan or its subsequent amendments will be logged in by the appropriate person, then forwarded through the correct channels and monitored for resolution and timely response.

The CDBG complaint procedure provides for CDBG program staff to conduct follow-up research, including notification to the jurisdictions, and to write a response to the complainant. When possible, the complainant will receive a written or oral response within 15 working days.

The Managing Director may also treat the complaint as an administrative review when the complaint is related to CDBG staff interpretation of program policies or rules. An administrative review may take longer than 15 working days to complete; the complainant will be notified when a complaint is going to receive administrative review and will be provided an estimate of time needed for a response.

Availability of Plan

The draft 2005 Action Plan was made available by phone or email request and on CTED's website beginning September 29, 2004. The formal comment period began on September 29th and will end at 5:00 PM on November 1, 2003. The final proposed Action Plan will continue to be available by request and on the CTED's website.

Requirements for Local Jurisdictions

The Washington State CDBG Program requires that jurisdictions demonstrate within their initial application for CDBG funds, that they have met the program's Citizen Participation requirements. Documentation must include, the jurisdiction's process for seeking and obtaining citizen participation leading up to application submittal, the process for ensuring ongoing citizen participation, and a grievance procedure.

Based on the federal citizen participation requirements outlined in 24 CFR 570.486, the minimum requirements for the submission of a CDBG application are:

1. Conduct at least one public hearing prior to submission of the CDBG application. This hearing must be held at a convenient time and location to encourage citizen participation.
2. Publish an official announcement of the hearing, providing reasonable advance notice. A sample public hearing notice with required language is available from CTED upon request.
3. Distribute information on the availability of CDBG funds and the eligible uses at the public hearing. Sample fact sheets are available from CTED upon request.
4. Review local demographic data to determine if it is reasonable to expect a significant number of non-English speaking residents to participate in the public hearing and advertise and conduct the public hearing in accordance with this determination. Detailed guidance on providing and documenting outreach and accommodation for non-English speaking residents is provided in the application handbooks and available from CTED upon request.
5. Adopt a grievance procedure for the use of CDBG funds. A sample grievance procedure is available from CTED upon request.
6. Document that the notice was published and the hearing was held. A documentation checklist is provided below.

The required citizen participation documentation to be submitted with the application includes:

- A copy of the public hearing minutes, including a statement that the CDBG required handouts were distributed.
- A copy of the affidavit of publication or the notice from the paper.
- The Outreach and Accommodation for Non-English Speaking Residents form, documenting the review and determination of local data on non-English speaking populations, the list of outreach steps (if applicable) and accommodations made.
- A copy of the jurisdiction's adopted Grievance Procedure.